



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: MEDICAL RECORD DIRECTOR

SALARY RANGE:	RANGE T: \$4,061 - \$5,084 per month
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	Quality Assurance Department
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

The Sonoma Developmental Center has an immediate opening for a Medical Record Director. Under the supervision of the Director of the Quality Assurance Department, the Medical Record Director supervises the Health Record Technician III (HRT-III). The HRT-III, is responsible for the supervision of the HRT-II Supervisors, the HRT-Is, Senior Medical Transcribers, Medical Transcribers, and Office Assistants. Typical duties may include providing support, consultative services, and in-service training to medical, professional, level-of-care, and Clinical Record Department staff regarding information systems; certification, licensing and accreditation standards, record requirements; confidentiality and legal importance of the records, and staff's responsibilities toward the clinical record; develops training curriculums and conducts training sessions as needed; develops, implements, and reviews policies and procedures, evaluates the record department and clinical record system awareness, conducts work simplification projects; reviews and critiques policies, procedures, regulations, and legislation impacting the Center; prepares detailed reports of findings with recommendations; serves as a resource to administrative, clinical, and program staff regarding health information systems technology content, certification and licensing regulations, and financial reimbursement issues; services on facility committees; completes special assignments as required, other duties may be required at outlined on the employee's signed duty statement.

WHO IS ELIGIBLE TO APPLY:

Applicants must possess Civil Service Eligibility to apply which may consist of one of the following: List eligibility, lateral transfer eligibility or reinstatement to state service. Applicants must indicate their eligible status on the title section of the STD-678. For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov The Employment Application, STD-678, may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application, to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD- 678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center Human Resources Examination Unit – Room 124 15000 Arnold Drive - P.O. Box 1493, Eldridge, CA 95431 707) 938-6992 Contact Terri Sievers for questions

707) 938-6992 Contact Terri Sievers for questions specific to essential functions of the position only.

Civil Service Eligibility will be determined by Human Resources staff.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.